

# **Standards of Quality**

## **For All Approved Programs at the Secondary and Postsecondary Level**

### **Standard One - Instructional Planning and Organization**

The instructional program is designed to develop knowledge and skills that are essential for success in the career field. The course of study for each instructional program shall include both theoretical and practical activities and shall be based on standards in the related industry. Instruction shall be organized and implemented in a sequential manner and, where appropriate, shall provide opportunity for students to earn advanced standing through opportunities such as dual credit.

### **Standard Two - Instructional Materials Utilization**

Adequate amounts of current instructional materials and other resources shall be provided to support the instructional plan. Selection and use of these resources shall address the individual needs of students.

### **Standard Three - Instructional Personnel**

Instructors shall meet or exceed state licensure/credential requirements in their teaching field and shall have recent work experience that will enable them to relate their instruction to all aspects of business or industry. Instructors shall continually strive to upgrade their knowledge and skills by participating in professional development conferences and workshops and/or obtaining additional work experience in business and industry.

### **Standard Four - Enrollment and Student-Teacher Ratio**

Enrollment limits in the program shall be related to the number and kinds of students to be served, the specific skills to be taught, the size of the facility, and the method of instruction to be used. The number of students shall be no more than can be taught in an efficient, effective, and safe manner.

### **Standard Five - Equipment and Supplies**

Equipment and supplies shall support the instructional plan at a level to assure quality education. Equipment shall be representative of the grade and type used by business and industry and shall meet or exceed all appropriate safety standards.

### **Standard Six - Instructional Facilities**

Physical facilities shall include adequate space and utilities to provide for safe and orderly instruction that meets the program's objectives. Both instructional and non-instructional areas shall be adequate for the number of students and staff using these areas, and shall meet the needs of students with disabilities as well as providing for the special needs of co-educational classes. The Americans with Disabilities Act shall be the guide for meeting needs of persons with disabilities.

### **Standard Seven - Safety and Sanitation Training and Practices**

A safe and healthy learning environment shall be provided. The Occupational Safety and Health Administration (OSHA) standards shall be the guide for implementing environmental health and safety features. Appropriate safety and sanitation training shall be incorporated into the instructional content of the program and implemented in instructional activities.

### **Standard Eight - Program Advisory Committee and Community Relations**

The program shall maintain close working relationships with school and community to promote understanding of the program's purposes, needs, and accomplishments and to generate participation in the development and implementation of plans to achieve the same. The program shall have an active advisory committee that is broadly representative of the school, community, business/industry, and clients served in the program.

### **Standard Nine - Career and Technical Student Organization**

Each student shall be afforded the opportunity to become an active member of the appropriate Career and Technical Student Organization (CTSO). Leadership development activities associated with the student organization shall be directed and supervised by the local teacher/advisor with guidance from the local school administration and the local advisory committee.

### **Standard Ten - Coordination Activities**

Where appropriate, supervised on-the-job training or other supervised occupational experiences, coupled with related classroom instruction, shall be provided. Student placement shall be related both to the career and technical program and to the individual student's occupational goals. Where the placement involves working for pay, the instructor shall assure that all legal requirements are met.

### **Standard Eleven - Special Populations**

Services are provided to members of special populations as necessary to enable those persons to succeed in the program. These services may include academic, social and emotional supports, and may involve service providers in the school and the community. Special populations are those identified in the Carl Perkins Act of 1998, which includes individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; displaced homemakers and individuals with other barriers to educational achievement, including individuals with limited English proficiency.

### **Standard Twelve - Educational Equity**

A school climate shall be established in which all learners can succeed to the best of their abilities, without regard to gender, race, color, national origin, religion, age, or disability. Perkins III defines nontraditional training and employment as occupations or fields of work including careers in computer science, technology, and other emerging high skill occupations for which individuals of one gender comprise less than 25% of the individuals employed in each such occupation or field of work.